



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE DISTRICT MANAGER

Job Number: 20001795

Job Code: 95310V000101

Job Group: 9500 - REVENUE

Job Established: 06/16/1982

Job Revised: 11/16/2009

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises, coordinates and administers a small district office in the Revenue Cabinet; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in accounting, business administration, commerce, economics, finance or a related field.

EXPERIENCE:

Must have five years of experience in the processing, administration, preparation or auditing of taxes.

Substitute EDUCATION for EXPERIENCE:

Graduate study in accounting, business administration, commerce, economics, finance or a related field will substitute for the experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Professional experience in the processing, administration, preparation or auditing of taxes will substitute for the education on a year for year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises a district field office. Plans, directs, supervises and coordinates the work of a district office staff including making assignments dealing with tax bills, delinquent sales and use tax returns, delinquent withholding problems, restraining orders, revocations, gasoline inspections, cigarette tax audits, income tax audits, corporation income tax audits, and sales and use tax audits. Directs the field auditing of taxpayer records to ascertain the correctness of tax returns and reports on various kinds of taxes. Assists direct personnel with difficult assignments. Meets periodically with taxpayers, accountants, certified public accountants and attorneys to provide technical advice and assistance and to resolve questions of tax liability. Trains and evaluates district personnel. Prepares and reviews written reports. Is responsible for the collection and deposit of monies collected at the district level. Implements new Revenue Cabinet programs and procedures. Provides for the proper administration of Kentucky tax laws, regulations and policies.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Minimal travel is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.